

CASHIER'S DAILY REPORT

CALENDAR DATE _____

AGENCY _____

ISSUANCE DATE _____

ADDRESS _____

CASHIER _____

	\$2	\$7	\$10	\$40	\$50	\$65
1. BOOKS ON HAND-START OF DAY INITIALS						
2. PLUS: BOOKS RECEIVED						
PLUS: BOOKS RECEIVED						
3. PLUS: RETURNED TO INVENTORY						
4. LESS: TRANSFERRED OUT						
5. LESS: MUTILATED/IMPROPERLY MANUFACTURED						
6. LESS: USED FOR EXCHANGE						
7. LESS: SHORTAGE FOUND IN BOX						
8. BOOKS AVAILABLE FOR ISSUE (1+ 2+ 3-4-5-6-7)						
9. LESS: BOOKS ON HAND-END OF DAY						
10. BOOKS ISSUED TODAY (8-9)						
11. BOOK VALUE	x\$2	x\$7	x\$10	x\$40	x\$50	x\$65
12. VALUE OF BOOKS ISSUED						
13. TOTAL VALUE OF BOOKS ISSUED (LINE 12 TOTALS)			CYCLE MAILING DATE _____ _____ _____ _____			
14. VALUE OF MAIL ISSUANCE REPLACEMENTS						
15. NET VALUE OF COUPONS ISSUED (13-14)						
16. TOTAL VALUE OF ISSUANCE FROM DOCUMENTS						
17. VALUE OF ISSUANCE DIFFERENCE (15-16)						
18. <input checked="" type="checkbox"/> NUMBER OF TRANSACTIONS (INCLUDING MAIL REP'S)						

19. REMARKS

CASHIER _____ DATE _____

SUPERVISOR _____ DATE _____